



## Pasadena Fire Marshal's Office Now Hiring for Deputy Fire Marshal



**TITLE:** Deputy Fire Marshal  
**PAY GRADE:** N10  
**DEPT:** Fire Prevention  
**REPORTS TO:** Fire Marshal  
**To Apply:** Refer to City of Pasadena Human Resources job posting:  
<https://pasadenatx.applicantpro.com/jobs/461215.html>

### **GENERAL SUMMARY:**

The fundamental responsibility of a Deputy Fire Marshal is to function in Fire Inspections, Fire Investigations, and as a Public Education Coordinator. Investigates and gathers facts to determine cause of fires and explosions, and enforces fire laws. Inspects buildings and equipment to detect fire hazards and enforce local ordinances and state laws. Assist in the development, coordination, planning, implementation, and presentation of fire safety educational training programs in schools and other project locations regarding educating the public.

### **SUPERVISION:**

This position has no supervisory responsibilities, however may be requested to train new employees.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The listed duties are essential job functions that the position has been created to perform. The list of duties is not exhaustive. The employee may be called upon to perform any task that is implied from the listed duties or is within the scope of the general summary. Attendance and

punctuality is an essential function of this position.

1. Conduct fire and life safety inspections of local businesses, public buildings, and state licensed facilities.
2. Investigate complaints regarding hazardous conditions and fire code violations. Investigate cause and origin of fires. Investigates reported burn injuries. Interview victims, witnesses and suspects.
3. Collect evidence and prepare documentation for civil and criminal courts.
4. Arrest arson suspects and testify in court.
5. Represent the City at various functions and programs, which include civic associations and civic organization presentations, local business employee workshops and other community events.
6. Present fire education programs to businesses, various groups, and public/private schools.
7. Teach, organize, and prepare materials to be taught and adapt teaching methods to the appropriate age level and needs of the audience.
8. Coordinate the participation of volunteer firefighters with fire prevention programs and activities, including the Pasadena Fire Safety House.
9. Assist in the development, implementation, and delivery of educational programs and demonstrations.
10. Provide classroom instruction for fire cause and origin, and fire/life safety hazards.
11. Prepare displays and exhibits relating to fire prevention and fire safety; dispense fire safety pamphlets and handouts.
12. Attend seminars, conferences, and classes to upgrade knowledge of fire prevention practices and to obtain ideas for improving and developing new educational programs.

#### **OTHER REQUIRED DUTIES & RESPONSIBILITIES:**

13. Provide Fire Prevention services during emergency situations.
14. Assist the Emergency Operations Center in an emergency situation.
15. Provide Life Safety Inspections (and Certificates of Occupancy issued) in a timely manner after an emergency resulting in a large number of public or mercantile buildings damaged or destroyed.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of The International Fire Code, Life Safety Code (NFPA 101), City of Pasadena Code of Ordinances, and other related laws and ordinances.
2. Knowledge of fire prevention practices.
3. Knowledge of legislation affecting fire code and fire prevention activities.
4. Knowledge of plan review and field inspection practices and principles.
5. Knowledge of fire scene investigation practices.
6. Knowledge of interview and interrogation techniques.
7. Knowledge of criminal investigations and prosecution.

8. Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
9. Work cooperatively with other City employees, outside agencies and jurisdictions, and the public.
10. Communicate orally with customers, colleagues, or the public in face-to-face, one-on-one settings; in group settings; or using a telephone or two-way radio.
11. Ability to speak effectively before large audiences of varying age and intellectual levels.
12. Review or check your work product for conformance with standards.
13. Learn job-related material through oral instruction and observation and through structured lecture and reading.
14. Comprehend and make inferences from written material.
15. Gather pertinent facts, make thorough analyses, and arrive at sound conclusions.
16. Enter data or information into a terminal, PC, or other keyboard device.
17. Ability to be available for evenings, nights, weekends and call-outs.

### **EDUCATION, EXPERIENCE & LICENSES:**

#### **REQUIRED:**

1. High school diploma or GED.
2. Minimum of two (2) years fire service or related experience.
3. Texas Commission on Fire Protection Fire Inspector certification
4. Texas Commission on Law Enforcement Officer Standards and Education (TCOLE) Basic Peace Officer certification.
5. U.S. Citizenship required to obtain TCLEOSE certification.
6. Texas Commission on Fire Protection Arson Investigation certification.
7. Must demonstrate satisfactory proficiency of assigned equipment.
8. Must demonstrate ability to exercise safe and sound independent judgment and problem solving skills.
9. Must demonstrate satisfactory knowledge of fire prevention, arson investigation, fire inspections, and City ordinances.
10. Must demonstrate satisfactory resource management.
11. Must possess a valid Texas driver's license and have an acceptable driving record.

#### **PREFERRED:**

12. Experience with public speaking and/or presentation of fire prevention programs or higher education coursework in public speaking and/or technical communications.
13. NFPA Plan Review certification.